

Upper Beaches Flute Studio
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Upper Beaches Flute Studio Policy Agreement

Name of student:

Age:

Parent/Guardian:

Phone:

Text: Y / N

Email:

Mailing address:

General

1. Fees: Lessons are conducted on a weekly basis at a rate of \$50 per hour or \$30 per half hour (for young children). Fees are collected on a monthly basis, payable at the first lesson of each month. Cash or personal check accepted.
2. Missed lessons: All lesson cancellations require a **minimum of 24 hours notice**, barring any sudden illness or family emergency. Cancelled lessons will be made up during the month, when possible, or will be put forward as a credit towards the next month's fees. Any lessons cancelled by the teacher due to performances or unforeseen circumstances will be made up at a time agreed upon by the teacher and the parent/guardian.
3. Additional lessons: Any additional lessons may be scheduled at a mutually agreed upon time. This includes holidays, where regularly scheduled lessons will not occur.
4. Examinations/Competitions/Performances: The student is encouraged to participate in all manner of performances, be it a Royal Conservatory of Music (RCM) examination, a local/provincial/national level competition, a public performance, or audition. No performance should be undertaken without first discussing with the teacher, with exception to school performances (i.e. school band or orchestra). The teacher will not enter the student into any public performance without agreement from the student and parent/guardian.
The teacher will organize two studio recitals annually (one in December, one in April/May). Students are strongly encouraged to perform, but it is not mandatory.
5. Accompanists: **Collaboration with pianists is a required component of flute study.** An accompanist is required for any public performance of a piece that includes piano. The student/parent/guardian is liable to the rehearsal and performance fees set out by the pianist. At present the Upper Beaches Flute Studio does not have a piano on

premises. The student may use a paid for lesson to have the teacher present at a rehearsal, but will still be liable for rehearsal fees owed to the pianist. The teacher can provide a list of recommended pianists.

6. In the interest of the student's well-being whilst in the teacher's care, the parent/guardian must inform the teacher of any medical or other condition affecting the student.
7. If the student is under the age of eighteen (18), a parent/guardian must contactable via telephone (call or text) for the duration of the lesson.
8. Termination of studies: Two (2) weeks notice must be given prior to lesson termination. Any owed lessons at the end of the period will be refunded. In the event that a student terminates lessons with insufficient notice, the student/parent/guardian will be liable for any fees for lessons not taken during the notice period.

Student Responsibilities

1. The student or parent/guardian is responsible for providing an instrument in good working order. The student is responsible for the proper care and maintenance of their instrument. The teacher will not provide swabs, polishing cloths, key plugs, cork grease, or any other accessories associated with the student's instrument.
2. Find a quiet place to practice where you/your child can have minimal disruptions. Practice duration times vary based level: 10-20 minutes x4 weekly for beginners, up to 45-60 minutes x6 times weekly for intermediate students, and 1 hour daily minimum for advanced students. These times are suggestions only for consistent improvement, however, HOW you choose to use that time will determine your rate of improvement. Younger students may practice better with a parent/guardian present.
3. To avoid dizziness and injury, listen to your body! Practice in front of a mirror ensure no visible excess tension and gently stretch if you feel tight. If you experience any pain, **STOP IMMEDIATELY**. If you are dizzy, sit with your head lowered between your knees and breathe through your nose. Be sure to bring these issues up at your next lesson so they can be addressed as soon as possible.
4. The student or parent/guardian is responsible for acquiring original copies of all music used for examinations and competitions. In the case of RCM exams, specific editions are sometimes required. The teacher will provide the required second copies for examination purposes. For other performances, print-outs or digital copies of music in the public domain are accepted. All music still under copyright protection must be purchased. All loose pages must be put into a binder or taped together to facilitate page turns.
5. Please bring all music and a notebook to all lessons - the notebook is for you more than for the teacher! Use the notebook to schedule your practice time to ensure you cover everything for the next lesson and use the notes the teacher writes therein. They are filled with useful practice tips and recommendations.
6. Ensure you have and use a reliable tuner and metronome. There are some excellent apps for iOS and Android that cost a fraction of a physical device, and no batteries required.

Teacher Responsibilities

1. To teach the above student at the agreed time and day.
2. Any lesson(s) cancelled by the teacher due to performances, illness, or family obligation will be made up in a timely manner, either by rescheduling the lesson(s), or by adding time to the subsequent lessons in 15 minute increments until the lesson is made up.
3. The teacher will keep progress notes on the student's development.
4. The teacher will recommend local performances, competitions, examinations, and summer programs appropriate to the student's level.
5. The teacher will inform the student about visiting artists, workshops, master classes, and special performances around the city.
6. The teacher will encourage each student to fulfill their personal goals and inspire a lifelong interest in music.
7. The teacher will provide references about the student and his/her development as requested and required.

Media Authorization

Throughout the year photos and videos may be taken at studio events or during lessons for promotional purposes or to celebrate musical milestones. Nothing will be published or posted online via social media or on the teacher's website without prior consent from the student or parent/guardian. At times during a lesson the teacher may photograph or video the student as a teaching aid, but these photos/videos will be deleted by the end of the lesson.

This agreement is subject terms and conditions herein and may be varied with the agreement of both parties.

Student or parent/guardian signature:

Teacher signature:

Date:
